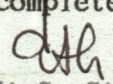
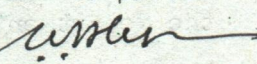
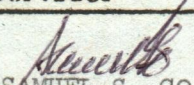


REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE CAGASAN      EDITHA      GUNDAYA (Family Name) (Given Name) (Middle Name)																						
2. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Visayas State College of Agriculture		3. BUREAU OR OFFICE Department of Development Communication																						
4. DEPT./BRANCH/DIVISION Department of Development Communication		5. WORK STATION/PLACE OF WORK																						
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO. ITEM NO.	6b. PREV. APPRO ACT/ BOARD RES/ ORD. NO. ITEM NO.	7a. SALARY P.A.: 7b. OTHER COMPENSATION:																						
8. OFFICIAL DESIGNATION OF POSITION Assistant Professor <u>II</u>		9. WORKING PROPOSED TITLE Assistant Professor <u>II</u>																						
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)																						
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [ ]      CITY [ ]      PROVINCE [ ] 1st [ ]      2nd [ ]      3rd [ ]      4th [ ]      5th [ ]      6th [ ]																								
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attached additional sheets.																								
Percent of Working Time : <div style="text-align: center;">D U T I E S</div> <table border="0"> <tr> <td>55%</td> <td>:</td> <td>1. To teach undergraduate and graduate courses in Development Communication.</td> </tr> <tr> <td>10%</td> <td>:</td> <td>2. To undertake extension-communication activities in support of existing program of the college.</td> </tr> <tr> <td>10%</td> <td>:</td> <td>3. To conduct communication researches to help strengthen the departments' program.</td> </tr> <tr> <td>10%</td> <td>:</td> <td>4. To advise thesis students and student organizations.</td> </tr> <tr> <td>10%</td> <td>:</td> <td>5. To serve as member in the different standing committees of the department.</td> </tr> <tr> <td>5%</td> <td>:</td> <td>6. To do other tasks assigned by the superiors.</td> </tr> <tr> <td>100%</td> <td>:</td> <td></td> </tr> </table>				55%	:	1. To teach undergraduate and graduate courses in Development Communication.	10%	:	2. To undertake extension-communication activities in support of existing program of the college.	10%	:	3. To conduct communication researches to help strengthen the departments' program.	10%	:	4. To advise thesis students and student organizations.	10%	:	5. To serve as member in the different standing committees of the department.	5%	:	6. To do other tasks assigned by the superiors.	100%	:	
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14. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">Department Head</div>	15. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">Director of Instruction</div>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles)																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.																													
18. CONTRACT  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center; border-bottom: 1px solid black;">Occasional</th> <th style="text-align: center; border-bottom: 1px solid black;">Frequent</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;">[ x ]</td> <td style="text-align: center;">[   ]</td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Management</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[ x ]</td> </tr> <tr> <td>Other (Specify)</td> <td style="text-align: center;">[   ]</td> <td style="text-align: center;">[   ]</td> </tr> </tbody> </table>		Occasional	Frequent	General Public	[ x ]	[   ]	Other Agencies	[ x ]	[   ]	Supervisors	[   ]	[ x ]	Management	[   ]	[ x ]	Other (Specify)	[   ]	[   ]	19. WORKING CONDITION  <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Normal Working Condition</td> <td style="text-align: right;">[ x ]</td> </tr> <tr> <td>Field Work</td> <td style="text-align: right;">[   ]</td> </tr> <tr> <td>Field Trips</td> <td style="text-align: right;">[   ]</td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: right;">[   ]</td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: right;">[   ]</td> </tr> </tbody> </table>	Normal Working Condition	[ x ]	Field Work	[   ]	Field Trips	[   ]	Exposed to Varied Weather	[   ]	Others (Specify)	[   ]
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20. I CERTIFY that the above answers are accurate and complete.  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <u>October 13, 1998</u>  Date </div> <div style="text-align: center;">   EDITHA G. CAGASAN  Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section.																													
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23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching).  <div style="margin-top: 10px;"> Education: BS degree with specific area of specialization plus other requirements per CS of the College.  Experience: </div>																													
23b. Licenses or certificates required to do this work, if any.																													
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